

APPENDIX D. REGISTERING FOR A SYSTEM ID

Because the Management Assessment Subsystem (MASS) is a secure, Web-based system that contains sensitive financial and housing information, security registration for a system ID is required. An Internet user can access MASS only after registering, being assigned system rights, and receiving a system ID.

Further restrictions apply regarding system access for PHAs. A user must be assigned to a PHA before the system will allow data entry and submission.

There are two types of Internet MASS users: Coordinators and Users. The Coordinator serves as the PHA's representative to perform system administration functions, such as controlling system access. The User submits management data via MASS.

The Coordinator controls which Users have access to prepare, review, or submit data on behalf of the PHA. **Submission of data in MASS is restricted to the PHA Executive Director only.** A Coordinator is also responsible for forwarding all information to the PHA that is received electronically from HUD.

A User also registers to do business on behalf of the PHA. The User, however, cannot control access to the system or assign rights. A User depends on the Coordinator for the necessary access to prepare, review, or submit data.

NOTE: In this guide, the term "user" is a generic term for individuals following the instructions for using MASS.

COORDINATOR AND USER REGISTRATION

All Coordinators and Users must submit a completed registration application to REAC to obtain a system ID for Internet access to MASS. Required registration information includes name and social security number, the PHA's name and PHA Code, email address, desired password, and mother's maiden name. The registration form is available online from the MASS Web page.

Coordinator

Each PHA must designate a Coordinator, typically an employee, to act as their representative in providing MASS access to system Users. The Coordinator is then responsible for retrieving a User's system ID, establishing the User's role in the system, and assigning the User to the PHA for submission purposes.

NOTE: There can be no more than two Coordinators per PHA. It is recommended that each PHA designate two Coordinators to ensure backup for system administration needs.

A Coordinator can also serve as a User for the PHA. Therefore, if an individual will represent the PHA in system control (Coordinator) and will also submit data (User), the individual should register as a Coordinator.

User

A MASS User can be an employee of the PHA or a third party, such as a management agent, authorized by the PHA to submit management data for the PHA.

Unlike a Coordinator, a registered User cannot control system access or User maintenance functions. The User is dependent on the Coordinator for system access as well as updating User information (e.g., email address).

REAC Management Assessment Web Page

To register for a system ID and access MASS, Coordinators and Users must go the **REAC Management Assessment** Web page. In addition to MASS links, this page presents information about the latest online documentation for using MASS, links to other HUDweb pages, and other pertinent information.

The *What's New* section of the page provides a link to important announcements and information updates. The *Customer Guides* box contains links to the Instructor Guidebook, the MASS Quick Reference Guide, and the Secure Systems Quick Reference Guide. The Instruction Guidebook provides line item definitions and information sources for using MASS. The MASS Quick Reference Guide provides step-by-step instructions on how to use the MASS system, as well as this security guide.

NOTE: The contents of this page is updated and changed on a regular basis.

REAC Management Assessment

"Assessments Today for Better Housing Tomorrow"

What's New

You will need a [PDF reader](#) to see some items below

- [Frequently Asked Questions](#) **NEW !**
- [Video Training](#)
- [Evaluation of the Video Training](#)
- [PHA Letter](#)

Attention PHAs with FYE of September 30: Live Satellite Broadcast on 10/21/99

REAC will be hosting an interactive Question and Answer session at all local HUD Field Offices with satellite capability on October 21, 1999 starting at 3 p.m. EST.

This live satellite broadcast will feature a panel of experts addressing your questions pertaining to the instructional video, and the MASS system.

- Please sign up for a space to participate by clicking [here](#) by Monday, October 18.
- For a detailed description of the Question and Answer session, [click here](#) (Course Announcement)

A Video Training Tape was sent to all 9/30 FYE PHAs. The tape provides an overview of MASS and a detailed demonstration of how it functions, and requirements for all PHAs as well as instructions for using the MASS system.

Business Standards & HUD Form

- [Federal Register](#) - Proposed Rule
- [Public Housing Assessment System \(PHAS\) Management Operations Certification Form HUD-50072](#)

Frequently Asked Questions

- [PHMAP vs PHAS Management](#) (PowerPoint Presentation)
- [Management Operations FAQs](#) (9/17/99)

Customer Guides

- [Instruction Guidebook](#)
- [User Quick Reference Guide](#)

Management Assessment Subsystem Submission

- [Apply for User ID and Password](#)
- [Log in to MASS](#)

- You must have a MASS User ID and Password to access the system and submit certifications. If you need a MASS User ID and Password, click on ["Apply for User ID and Password"](#). Allow two weeks to receive your Password via the U.S. Mail.
- If you already have a MASS User ID and Password, click on ["Log in to MASS"](#) to submit your management operations certification.

[Return to REAC Home Page](#)

The Management Assessment Subsystem Submission box provides two essential links for MASS Users and Coordinators. The Apply for User ID and Password link provides access to the **Coordinator and User Registration** page, where Users and Coordinators must apply for their system ID to access MASS. The Log In to MASS link provides access to HUD's **Secure Systems** page, which contains links to systems as well as system administration functions.

NOTE: The Log In to MASS link is only functional for registered Users and Coordinators with authorized system IDs.

To register for a system ID:

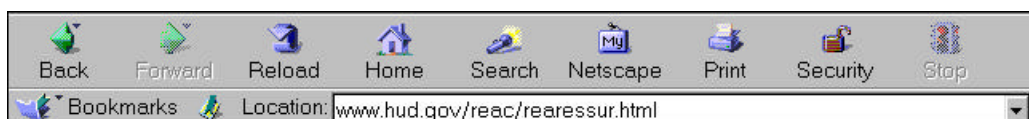
1. From your desktop, double-click on the Internet browser (e.g., Netscape*). The Internet main page displays. The Yahoo!† main page is shown here as an example.



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†Copyright© Yahoo! Inc. All rights reserved. Protected by the copyright laws of the United States and international treaties.

2. Place the cursor in the *Location* field under the toolbar.



3. Enter the following URL address: **www.hud.gov/reac/MASS/index.html** in the *Location* field. The **REAC Management Assessment** home page displays. Use the scroll bar to view the entire page.

NOTE: The contents of this page is changed and updated on a regular basis, therefore, its appearance may vary as well.

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Business Standards & HUD Form

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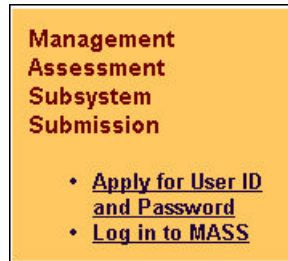
Management Assessment Subsystem Submission

- [Apply for User ID and Password](#)
- [Log in to MASS](#)

- You must have a MASS User ID and Password to access the system and submit certifications. If you need a MASS User ID and Password, click on ["Apply for User ID and Password"](#). Allow two weeks to receive your Password via the U.S. Mail.
- If you already have a MASS User ID and Password, click on ["Log in to MASS"](#) to submit your management operations certification.

[Return to REAC Home Page](#)

4. On the **REAC Management Assessment** home page, scroll down to the **Management Assessment Subsystem Submission** box.



5. Click on the [Apply for User ID and Password](#) link to apply for a system ID from HUD. The **PHA User Registration** page displays.

PHA User Registration

To apply for a User ID, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the Executive Director of your Housing Authority. The password will not be disclosed, so make sure you remember it!!!

And remember:
Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

Application Type: ☒ Coordinator ☐ User

First Name:

Middle Initial:

Last Name:

Social Security Number: - -

Organization Information

- Provide the name of the Public Housing Authority you represent
- Provide the Number of the Public Housing Authority you represent

Organization Name:

Organization ID:

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc]. For example: jsmith@aol.com, johndoe@adv.org, hdtb84a@prodigy.com.

E-mail Address:

Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. **Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.**

Password:

Re-enter Password for Verification:

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.



Mother's Maiden Name:

Send Application

Clear Fields

6. Registration requires users to provide their full names and complete the entire application form. Use the Tab key on the keyboard to move to the next field.

FIELD NAME	EXPLANATION
Application Type	Click on either the <i>Coordinator</i> or <i>User</i> radio button.
First Name	Tab and enter your first name.
Middle Initial	Tab and enter your middle initial. Do not type a period after the initial.
Last Name	Tab and enter your last name.
Social Security Number	Enter your social security number. Enter the first three digits, tab, enter the next two digits, and tab to enter the last four digits.
Organization Name	Tab and enter the PHA Code designated by HUD.
Organization ID	Tab and enter the PHA ID number assigned by HUD.
Email Address	Tab and enter the user's email address. Because this is a Web-based system, the complete email address must be entered for communication purposes. If the email address is incorrect, REAC cannot contact the applicant.
Password	Tab and enter a password of six characters. For Internet access to MASS, the password must be typed exactly as entered on this registration application. The password is case-sensitive. Tab once and re-enter the password to confirm it.
Mother's Maiden Name	Tab and enter the user's mother's maiden name. This field must be completed for verification purposes.

7. Check to ensure the information in each field is correct. To correct a single entry, double-click in the field and enter the correct information. To clear all the fields, click on the  button and re-enter all the information.
8. Click on the  button to send the application to REAC. If the application is entered correctly and completely, a confirmation page displays.

PHA Coordinator Registration

PHA COORDINATOR REGISTRATION CONFIRMATION:

First Name: JOHN
Middle Initial: T
Last Name: SMITH
Social Security Number: 123-45-4444
Organization Name: COLUMBUS METRO HA
Organization ID: OH001
E-mail Address: jsmith@pha.gov
Mothers Maiden Name: JONES

You are registering as a **PHA Participant Coordinator** for the PHA COLUMBUS METROPOLITAN HOUSING AUTHORITY - OH001.

Please confirm the following address for COLUMBUS METROPOLITAN HOUSING AUTHORITY:

**960 EAST FIFTH AVE.
COLUMBUS OH 43201**


Your requested Coordinator ID or activation code number will be mailed to the above address associated with the property owner, PHA or other HUD program participant you seek to represent as a coordinator. You will need to obtain your ID/code number from the program participant's CEO or Executive Director at this address. If you do not recognize this as a current, complete or correct address associated with the HUD program participant you seek to represent, please cancel this application and have the program participant contact the appropriate HUD field office representative to obtain a clarification or correction of the address. If you do not know the HUD field office contact for this program participant, communicate your address concern to the REAC Customer Service Center, via the below e-mail click box at REAC_CSC. Please provide your name and daytime phone number.

Confirm / Submit

Cancel Application


Comments or Questions [<REAC_CSC@hud.gov>](mailto:REAC_CSC@hud.gov)

NOTE: If the application is missing any information, a message displays

identifying the missing information. Click on the  button to return to the application form page. Correct or complete the missing information and send the application.

- Review all the information for accuracy, especially the application type, PHA, and mailing address.

NOTE: The mailing address appears only for Coordinators (not Users). Do not proceed with the application if this mailing address is inaccurate or you will not receive your system ID.

10. If the information is accurate, click on the Confirm/Submit button to submit the application to HUD. A message displays acknowledging acceptance of the registration application for further processing. If the information is not accurate, click the  button to cancel.

PHA Coordinator Registration

 **Message: STANDARD USER REGISTRATION ACCEPTED FOR FURTHER PROCESSING**

<i>First Name:</i>	JOHN
<i>Middle Initial:</i>	T
<i>Last Name:</i>	SMITH
<i>Social Security Number:</i>	123-45-4444
<i>Organization Name:</i>	COLUMBUS METRO HA
<i>Organization ID:</i>	OH001
<i>E-mail Address:</i>	jsmith@pha.gov
<i>Mothers Maiden Name:</i>	JONES



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Comments or Questions [<REAC_CSC@hud.gov>](mailto:REAC_CSC@hud.gov)

AFTER REGISTRATION

Coordinator and User registration applications are processed nightly. The PHA information is verified and a system ID is generated.

For Coordinators, HUD sends the PHA Executive Director a letter, confirming the applicant as the PHA's Coordinator and providing the Coordinator's system ID. The PHA Executive Director should receive the letter from HUD within 2 weeks. A Coordinator is authorized when they receive their system ID from the PHA Executive Director.

For Users, the User must notify the Coordinator that they have registered for a system ID. Within 24 hours, the Coordinator can retrieve the User's ID from the system and assign necessary role(s) and PHA(s) to the User. A User can enter the MASS system after they receive their system ID from the Coordinator.